

User's Guide

The budget preparation manual is a general guide to the budget development in Yuma County. Although the guidelines and directions included in this manual are meant to be comprehensive, requests for new information, changes in directions and adjustments in deadlines should be expected. In order to keep departments informed of any changes, the budget office uses e-mail, its website and direct person-to-person communication.

The communication and other correspondence are distributed using the Budget Contact List provided by the department in December. If at any point in time, you find an error or outdated information on the distribution list, please contact the budget office.

The Budget Office also assigns coordination roles for the major components of the County's budget development process. The current assignments are shown below:

All components: **Jim Flory**

Personnel Budget: **Vanessa Valenzuela**

Budget Requests, Line Item Entry: **Lucia Gomez**

What's inside?

- Budget Process: an overview of the County's budget process, including department and OMB responsibilities during each stage of the process.
- Technical Instructions: provides step-by-step instructions regarding line item entry, forms and checklists, documentation examples.